

COURTROOM CLERK I, II

DEFINITION

Under general supervision, performs clerical work as the clerk in attendance in a courtroom and in the processing of a variety of legal documents; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Courtroom Clerk II is the fully qualified working level of the series and is characterized by responsibility for a wide variety of difficult calendar assignments. Incumbents maintain an official record of court proceedings, interpret legal procedures and coordinate non-judicial courtroom activities. Incumbents in the class of Courtroom Clerk I serve under training conditions while gaining the necessary knowledge and abilities to advance to the fully qualified working level.

Incumbents in the class of Courtroom Clerk I are eligible for promotion to Courtroom Clerk II upon completion of a training program that demonstrates their ability to meet the knowledge, skills, abilities and other prerequisites of the class, and receipt of a satisfactory work progress report. Employees must qualify for promotion to Courtroom Clerk II within twelve (12) months or be terminated or returned to a position allocated to a classification in which the employee has passed probation.

ESSENTIAL FUNCTIONS

1. Prepares, examines, and maintains a variety of court-related calendars, reviews files to post information on court calendar; reviews files for necessary documents; maintain records for statistics/backlog.
2. Attends trials, courtroom hearings, and conferences; documents court actions and procedures by handwritten minute order or a computer "point of event" data entry system; prepare brief summaries including but not limited to court attendance, court findings, court orders and continuances.
3. Reviews and receives legal documents for completeness, conformity, jurisdiction and validity with code and court procedures; accepts documents or rejects if requirements are not met; receives and prepares legal documents/orders to support court orders; completes and distributes a number of computer-generated orders and documents.

4. Maintains records of jury selection process and attendance; administers oath to jury, witnesses, interpreters and bailiffs; reads verdicts, and polls jury; calculates and collects jury fees and court reporter fees.
5. Advises attorneys, general public, local and state agencies regarding status of cases and explains legal processing procedures; research and review new legislation and changes in case law; acts as liaison between attorneys, other court related agencies and the judicial officer.
6. Coordinates courtroom activity and needs with document processing unit, jury services and other court units as well as legal counsel, law enforcement representatives and others involved with court operations and execution of orders; manages the courtroom making sure that it is run efficiently and effectively; assures the correctness of the court orders and procedures.
7. Takes custody of, marks, and keeps written records of all physical exhibits presented to the court as evidence.
8. Assists in training other courtroom clerks.
9. Assists in document processing units when services are not required in the courtroom.
10. Provides vacation and temporary relief as required.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Courtroom Clerk I - Three years of increasingly responsible clerical experience in a court or legal office preparing or processing legal documents for court filing and processing or any combination of training and experience that could provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

Courtroom Clerk II - One year of experience equivalent to a Courtroom Clerk I or any combination of training and experience that could provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

Knowledge of

Both Levels - modern office practices and procedures including filing, operation of standard office equipment, personal computers and business correspondence; English usage, grammar, spelling, vocabulary and punctuation; basic record keeping systems.

Courtroom Clerk II - operation, procedures and jurisdiction of the Court; legal forms, documents and terminology relating to civil, criminal, probate, family law, traffic and juvenile cases; rules of Court and court related sections of various California Codes, ordinances, laws, regulations, provisions and policies related to specific court assignments; legal time waivers and legal time limits; research procedures of Court Rules, practices and Codes.

Ability to

Both Levels - Record minutes of Court proceedings; write legibly and speak understandably; listen carefully to note pertinent information for court records; administer oaths and affirmations; understand, explain, and apply specific statutes, codes, laws, regulations and procedures; establish and maintain working relationships with the public, attorneys, staff, and others; locate, identify and correct technical inaccuracies; tolerate frequent interruptions; handle multiple tasks simultaneously; communicate orally and in writing; deal with a variety of persons tactfully and courteously; perform legal research in a timely manner; work independently; enter data into a computer; type accurately at a speed sufficient to perform the duties of the position.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00